

DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION

Records Retention and Disposition Schedule

Division Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects a division name change from Supervisor-Computer File Division to Supervisor-Permit/Records Division. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated August 28, 1992. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

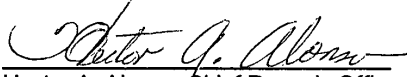
SUPERVISOR-PERMIT/RECORDS DIVISION

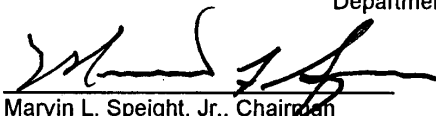
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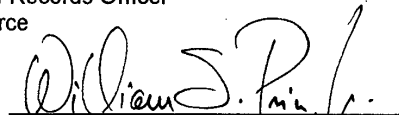
SUPERVISOR-PERMIT/RECORDS DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Hector A. Alonso, Chief Records Officer
Department of Commerce


Marvin L. Speight, Jr., Chairman
North Carolina Alcoholic Beverage Control
Commission


William S. Price, Jr., Director
Division of Archives and History

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

April 12, 1993

JH

DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION

Records Retention and Disposition Schedule

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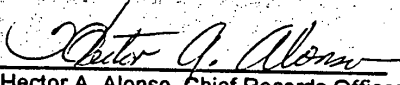
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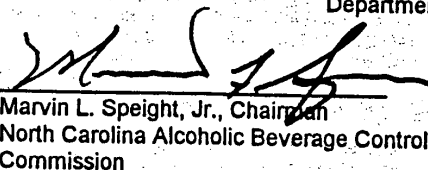
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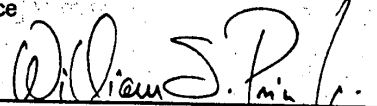
SUPERVISOR-PERMIT/RECORDS DIVISION

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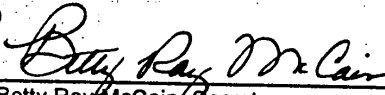

Hector A. Alonso, Chief Records Officer
Department of Commerce


Marvin L. Speight, Jr., Chairman
North Carolina Alcoholic Beverage Control
Commission


William S. Price, Jr., Director
Division of Archives and History

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

April 12, 1993

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000.
Remaining items retain the
original date shown below.

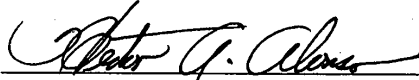
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

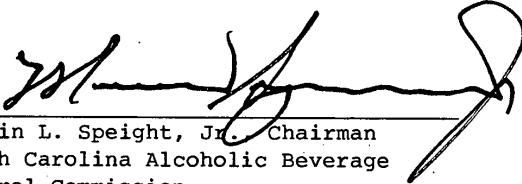
DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
SUPERVISOR-PERMIT/RECORDS DIVISION

Amend the records retention and disposition schedule approved April 12, 1993
by changing the disposition instructions of Item 12358 as shown on substitute
page dated June 11, 1993.

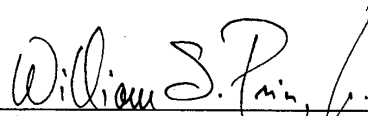
APPROVAL RECOMMENDED



Hector A. Alonso, Chief Records Officer
Department of Commerce

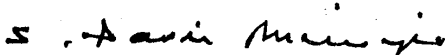


Marvin L. Speight, Jr., Chairman
North Carolina Alcoholic Beverage
Control Commission



William S. Price, Jr., Director
Division of Archives and History

APPROVED



S. Davis Phillips, Secretary
Department of Commerce



Betty Ray McCain, Secretary
Department of Cultural Resources

June 11, 1993

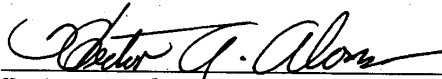
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DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
ASSISTANT ADMINISTRATOR

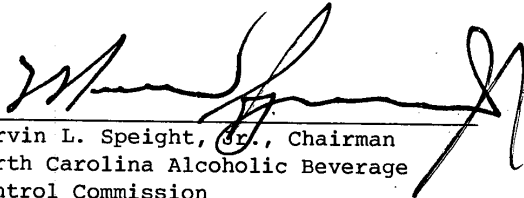
Records Retention and Disposition Schedule Amendment

Amend the records retention and disposition schedule approved February 13, 1993
by changing the disposition instructions of Item 12363 as shown on substitute
page dated June 11, 1993.

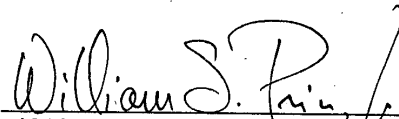
APPROVAL RECOMMENDED



Hector A. Alonso, Chief Records Officer
Department of Commerce

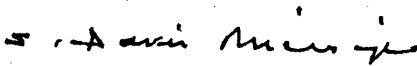


Marvin L. Speight, Jr., Chairman
North Carolina Alcoholic Beverage
Control Commission

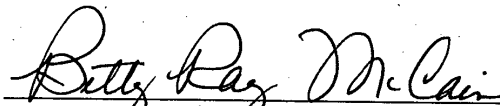


William S. Price, Jr., Director
Division of Archives and History

APPROVED



S. Davis Phillips, Secretary
Department of Commerce



Betty Ray McCain, Secretary
Department of Cultural Resources

June 11, 1993

JH

DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION

Records Retention and Disposition Schedule

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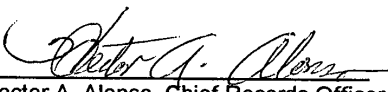
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION


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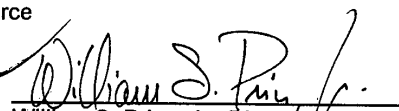
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION

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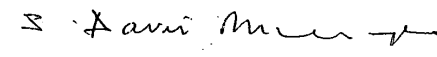
APPROVAL RECOMMENDED

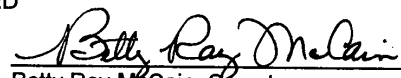

Hector A. Alonso, Chief Records Officer
Department of Commerce


Marvin L. Speight, Jr., Chairman
XXXXXXXXXXXXXXXXXXXX
XXXXXX
North Carolina Alcoholic Beverage Control
Commission


William S. Price, Jr., Director
Division of Archives and History

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

February 15, 1993

JH

DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION

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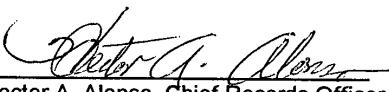
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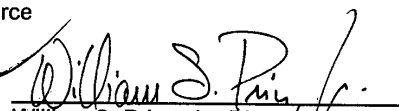
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION

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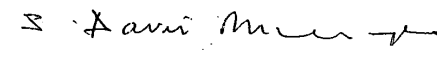
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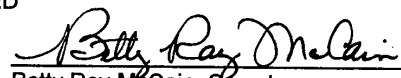

Hector A. Alonso, Chief Records Officer
Department of Commerce


Marvin L. Speight, Jr., Chairman
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North Carolina Alcoholic Beverage Control
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William S. Price, Jr., Director
Division of Archives and History

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

February 15, 1993

JH

**DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
ADMINISTRATOR'S OFFICE**

ITEM 316. ALCOHOLIC BEVERAGE CONTROL (ABC) BOARDS CORRESPONDENCE FILE.

Correspondence with local ABC boards, distillers, counties, and municipalities concerning policies and other phases of operations regulated by the commission.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 317. SUBJECT FILE.

Various subject files concerning the management of the Alcoholic Beverage Control Commission. File includes conventions documentations and travel records. File also includes correspondence with state agencies, the Governor, and Alcoholic Beverage Control warehouse contractors, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office travel records when released from all audits. Transfer remaining records to the State Records Center when reference value ends. Records will be held for the agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 318. WHISKEY COMPANIES CORRESPONDENCE FILE.

Correspondence with whiskey companies concerning the sale of alcoholic beverages in North Carolina and policies of the commission.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 320. PUBLIC REVENUE FROM ALCOHOLIC BEVERAGES FILE.

Monthly reports received from counties detailing revenues collected and methods of revenue distribution.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 322. ALCOHOLIC BEVERAGE CONTROL (ABC) COMMISSION MEMORANDUMS FILE.

Memorandums to local ABC boards concerning policies of the commission.

DISPOSITION INSTRUCTIONS: Retain 1 complete set in office permanently. Destroy security copies stored in the State Records Center immediately.

ITEM 324. QUARTERLY PRICE CHANGE CORRESPONDENCE FILE.

Correspondence with supporting quotations from distillers submitting price changes for the approved price list.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 3 additional years and then destroyed.

ITEM 325. CORRESPONDENCE (ADMINISTRATOR) FILE.

Correspondence generated by the administrator of the commission.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
ADMINISTRATOR'S OFFICE**

ITEM 12320. COUNTY ALCOHOLIC BEVERAGE CONTROL (ABC) AUDITS FILE.

Audit reports concerning local ABC boards. File also includes correspondence and memorandums.

DISPOSITION INSTRUCTIONS: Destroy in office correspondence and memorandums after 2 years. Transfer audit reports to Completed Audit Reports (Bound) File (Item 321) when received.

ITEM 12332. FINANCIAL REPORTS (ELECTRONIC) FILE.

Diskettes containing financial reports. Data includes monthly sales summary and revenues from alcoholic beverages for each fiscal year.

DISPOSITION INSTRUCTIONS: Erase in office when released from all audits.

ITEM 12337. DISTILLERS AND REPRESENTATIVES MEMORANDUMS FILE.

Memorandums sent to distillers and representatives concerning new policies of the commission.

DISPOSITION INSTRUCTIONS: Retain 1 complete set in office permanently. Transfer 1 copy of memorandums as they are created to the State Records Center for security storage. Destroy security copies after 3 years.

ITEM 12338. SALARY (LOCAL ALCOHOLIC BEVERAGE CONTROL BOARD EMPLOYEES) FILE.

Listings of employees' names, positions, and annual salaries.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 12341. MONTHLY SALES REPORT FOR THE NATIONAL ALCOHOLIC BEVERAGE CONTROL ASSOCIATION (NABCA) FILE.

Reports of the NABCA for North Carolina. Reports include information concerning vendors; distilled spirits; and classes, types, and sizes of alcoholic beverage containers.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 12342. APPROVED PRICE LIST AND ITEMS FILE.

Approved spirituous liquors price lists.

DISPOSITION INSTRUCTIONS: Retain 10 copies in office permanently. Transfer 1 copy to the State Records Center after approved for security storage. Destroy security copies after 10 years.

ITEM 12343. LIQUOR PRICE LISTS FILE.

Official copies of information pertaining to liquor prices of other states.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
ASSISTANT ADMINISTRATOR**

ITEM 326. APPLICATION FEE LIST FILE.

Application fee lists listing applicants' names, amounts of fees paid, application numbers, trade names of businesses, and the city and county in which the businesses are located.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 327. REJECTION (INACTIVE) FILE.

Correspondence and applications concerning rejected beer, wine, and mixed beverage permits. File also includes reports and findings of hearings.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 12352. PENDING APPLICATIONS FILE.

Applications submitted by permittees pending investigation and commission decisions.

DISPOSITION INSTRUCTIONS: Transfer to Master Permittees File (Item 328), if permit is issued. Transfer to Rejection (Inactive) File (Item 327), if permit is not issued.

ITEM 12354. WITHDRAWN APPLICATIONS FILE.

Withdrawn applications of applicants who no longer wish to obtain permits.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 12355. REJECTION (ACTIVE) FILE.

Applications for permits pending decisions by the commission.

DISPOSITION INSTRUCTIONS: Transfer to Master Permittees File (Item 328), if permit is issued. Transfer to Rejection (Inactive) File (Item 327), if permit is not issued.

ITEM 12363. LIMITED SPECIAL OCCASIONS PERMITS FILE.

Commission authorizations to host parties which will include the serving of alcoholic beverages during a specific period of time. Amended 6-11-93

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 12364. SPECIAL ONE-TIME PERMITS FILE.

Commission authorizations to host parties which will include the serving of alcoholic beverages on a specific date.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
AUDIT DIVISION**

ITEM 3835. MIXED BEVERAGE PERMITTEES AUDIT FOLDER FILE.

Financial and inventory reports, delinquent reports, copies of audits, and correspondence concerning audits of mixed beverage permittees.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 12324. ELECTRONIC BAR DISPENSING EQUIPMENT FILE.

Records concerning electronic bar dispensing equipment. File includes correspondence regarding the approval for use in North Carolina by the commission.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 12392. INTERNAL UNIT CORRESPONDENCE FILE.

Correspondence and memorandums concerning new and cancelled permit lists.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
BEER/WINE - ADVERTISING/APPROVAL**

ITEM 12313. WINE ADVERTISING FILE.

Wine advertising layouts submitted to the commission for approval.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 12314. BEER ADVERTISING FILE.

Beer advertising layouts submitted to the commission for approval.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 12315. RETAIL ADVERTISING FILE.

Retail advertisements submitted to the commission for approval.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 12326. APPROVED WINE LISTING FILE.

Computer printouts concerning fortified and unfortified wines. Printouts include listings of manufacturers, importers, brands, types of wines, and permit numbers.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 12327. APPROVED LIST OF MALT BEVERAGES FILE.

Computer printouts listing manufacturers of malt beverages, brands, types, and permit numbers.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 12328. BEER LIST APPROVAL FILE.

Forms listing beers approved for distribution by North Carolina wholesalers.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

ITEM 12329. WINE LIST APPROVAL FILE.

Forms listing wines approved for distribution by North Carolina wholesalers.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
CHAIRMAN'S OFFICE**

ITEM 314. CHAIRMAN'S CORRESPONDENCE FILE.

Correspondence created or received by the chairman.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 315. NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION MINUTES FILE.

Official copies of minutes of the North Carolina Alcoholic Beverage Control Commission. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s) to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

ITEM 12322. COUNTY MONTHLY SALES REPORTS FILE.

Reports concerning alcoholic beverage sales within each county. Reports include listings of total sales, brands, codes and prices, retail value, and amounts received.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 12323. MIXED BEVERAGES INFORMATION SALES FILE.

Sales reports listing gross sales for a given period of time.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
HEARING DIVISION**

ITEM 12373. COMMISSION ACTIONS FILE.

Records concerning commission's actions taken against permittees. File includes case files and other supporting documentation.

DISPOSITION INSTRUCTIONS: Transfer to Master Permittees File (Item 328) after hearing has been completed.

ITEM 12374. APPEAL CROSS-INDEX FILE.

Index cards listing permittees and trade names, commission actions, dates petition and stay order received, dates completed records sent to the Office of the Attorney General, and final disposition of appeals by the courts.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 12375. APPEAL RECORDS FILE.

Records concerning cases appealed to Superior Court of Wake County. Case files include verbatim transcripts of hearings and exhibits laid before the court.

DISPOSITION INSTRUCTIONS: Destroy in office when legal value ends.

ITEM 12377. HEARING SCHEDULE BOOKS FILE.

Books (two sets) listing schedule of hearing dates for Raleigh and other municipalities. File includes listing of locations, case numbers, and names of hearing officers holding hearings.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12380. AGENCY LEGAL SPECIALISTS CORRESPONDENCE AND MEMORANDUMS FILE.

Records concerning interpretations of Chapter 18B of the "North Carolina General Statutes." File includes correspondence regarding commission rules and public inquiries and memorandums sent to Alcoholic Beverage Control officers, Alcohol Law Enforcement (ALE) agents, ALE division, and other intradepartmental staff.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 12381. DECLARATORY RULING FORMS FILE.

Request forms used to obtain declaratory rulings from the commission under G.S. 150A-17 and 4 NCAC 2R.0600.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 12382. LEGISLATIVE RULES REVIEW COMMITTEE MEMORANDUMS FILE.

Memorandums received from the Legislative Research Commission detailing requirements for filing commission rules with the Legislative Rules Review Committee. File also includes forms used to file regulations.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
SUPERVISOR - PERMIT/RECORDS DIVISION**

ITEM 328. MASTER PERMITTEES FILE.

Records concerning all alcoholic beverage control permits which have been cancelled. File includes inspection reports, permit receipts, warnings correspondence, and other related

DISPOSITION INSTRUCTIONS: Destroy records in office of no administrative value after 1 year. Transfer remaining records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 12317. CANCELLED BEER AND WINE LISTS FILE.

Computer printouts listing names of persons whose permits to sell beer and/or wine have been cancelled.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 12318. ISSUED BEER AND WINE LISTS FILE.

Computer printouts listing names of persons whose permits to sell beer and/or wine have been issued.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 12358. REVOCATION FILE.

Reference copies of records concerning revocation of permittees' permits. File includes reports of violations, correspondence, findings of hearings, warning correspondence sent to permittees, and other related records. Amended 6-11-93

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 12361. REQUESTS AND BILLING LETTERS FILE.

Requests for information from permittees and computer printouts listing permittees and used for billing purposes.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 12365. SUPPLEMENT LIST FILE.

Computer printouts listing all permits issued and cancelled by the commission.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 12367. STATEWIDE PERMITTEE LIST FILE.

Computer printouts listing trade names of establishments, owners' names, addresses, and file and permit numbers.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 month(s).

ITEM 12368. STATISTICAL REPORTS FILE.

Monthly, semi-annual, and annual statistical reports concerning permittees, hearing department activities, and commission actions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 12370. COUNTIES AND MUNICIPALITIES LISTS FILE.

Listings of counties and municipalities that sell malt beverages, wines, and spirituous liquors.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
SUPERVISOR - PERMIT/RECORDS DIVISION**

ITEM 33287. WHOLESALSMEN - VENDOR REPRESENTATIVES LISTS FILE.

Computer printouts listing permits issued or cancelled to wholesalers and vendors.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION
WAREHOUSE DIVISION**

ITEM 321. COMPLETED AUDIT REPORTS (BOUND) FILE.

Completed audit reports for local Alcoholic Beverage Control boards.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 12386. SPIRITUOUS LIQUOR SPECIAL ORDERS (DISTILLERS) FILE.

Correspondence with distillers concerning special orders.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 12387. WAREHOUSE MEMORANDUMS FILE.

Memorandums received from Alcoholic Beverage Control Commission administrative offices.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 12388. SPIRITUOUS LIQUOR SPECIAL ORDERS (LOCAL ALCOHOLIC BEVERAGE CONTROL BOARDS) FILE.

Correspondence with local Alcoholic Beverage Control boards concerning special orders.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.